



How to Apply to the Historic Board of Review

STEP 1. OBTAIN AN APPLICATION

Applications can be found in the 2nd Floor Lobby of Marietta City Hall (205 Lawrence Street) or online at:

<http://www.mariettaga.gov/city/cityhall/committees/historicboard/applications>

STEP 2. PREPARE APPLICATION FOR SUBMITTAL

Staff will not accept incomplete applications. A complete application will include the following:

- 25 Copies of the Application for Exterior Changes or Application for Signs and Awnings, complete with signatures.
- 25 Copies of any supporting documentation, such as conceptual sign renderings, paint swatches, material swatches, photographs, architectural plans

STEP 3. SUBMIT COMPLETED APPLICATION

Applications should be submitted to, Norma Higgins, Department of Development Services, 2nd Floor, City Hall, 205 Lawrence Street, Marietta, GA, 30061.

STEP 4. ATTEND NEXT ELIGIBLE HISTORIC BOARD OF REVIEW MEETING

Meetings are held at 5:30 pm in either the Council Chambers (1st Floor) or the 4th Floor Conference Room. Please consult the [Meeting and Deadline Calendar](#) for specific dates and locations.

- Applicant should be prepared to give a brief presentation to the Board regarding the application.

STEP 5. RECEIVE CONFIRMATION OF BOARD'S DECISION

If the application is approved, a letter will be mailed stating terms of the approval.

STEP 6. OBTAIN BUILDING PERMIT

Apply with the Building Department (2nd Floor, City Hall, 205 Lawrence Street) for a building permit for the proposed project.

Staff Contacts:

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